

Professional and Managerial Branch
Museum Curatorial and Education Group
Art Museum Curator Series

ART MUSEUM ASSISTANT CURATOR

12/01 (JAS)

General Summary

Under general supervision, assist in development, management and installation of temporary, permanent and traveling exhibitions, and with assigned museum programs and activities.

Typical Duties

Assist in research, preservation, authentication, documentation, storage and exhibition of artifacts and art work collections. Involves: Research pertinent information needed for catalog entries and didactic text for exhibitions. Prepare reports on condition of objects. Maintain and update information in curatorial files on artists as it pertains to museum collections, exhibitions and biographies. Prepare catalogs, brochures and biographical or historical information related to exhibits and individual works. Assist in conception and design installations for in-house and gallery exhibitions. Participate in coordination of presentation of traveling exhibitions. Develop new museum programs by studying origin, composition, history and current value of objects. Evaluate exhibition and program proposals from artists and other museums and make recommendations to management. Assist in coordination of conservation and research of art work in permanent collection.

Assist in development of publicity, public and community relations and educational activities. Involves: Participate in publicity and publication of invitations and other printed materials for exhibitions and various curatorial projects. Respond to media inquiries. Represent museum at educational and social functions, and in the community. Meet with education curator to develop public service activities, tours, or to research grants and other external funding sources to assist with costs of traveling exhibitions. Meet with artists to evaluate work. Interact with museum members, advisory board and prospective donors.

Participate in administrative duties. Involves: Ensure art work and artifacts are properly handled, preserved, stored and displayed. Update inventory database. Furnish costs or other operational information as assigned for use by others in development of art museum department curatorial budget. Research, write, edit and submit grant proposals, journal articles, publicity materials, exhibit brochures and catalogs. Provide designated support for programs, projects or activities. Log activities, prepare and submit recurring or requested activity or status reports. Attend meetings, conventions and civic events to promote museum use and solicit donations. Assist visitors, conduct tours and respond to inquiries.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of research, analysis and interpretation of art and art history.
- Application of good knowledge of museum operational methods, techniques and procedures.
- Application of good knowledge of proper controlled environment, handling, care and preservation of art objects and artifacts.
- Application of good knowledge of utilization of computer hardware, software and peripherals to develop presentations, graphics, publications, invitations and advertisements for the Museum.
- Application of some knowledge of planning, designing and preparing museum exhibits, educational and promotional events and activities.
- Application of some knowledge of public relations, marketing and customer service methods and practices.
- Interpretation of federal, state, and City laws, rules, regulations, related to acquisition, preservation and handling of art objects and artifacts, state and local labor and occupational safety and health rules and regulations.
- Establish and maintain of effective working relationships with coworkers, officials, contractors, granting agencies, foundations and the general public.
- Clear, concise oral and written communication to respond to media inquiries and make presentations, and to research, analyze, prepare and submit grant and budget proposals, journal and publicity articles, advertisements, and marketing and other management level reports,.

Other Job Characteristics

- Occasional bending, stooping, crouching, climbing and working on ladders and lifts, exposure to hazardous chemicals and fumes, power and hand tools utilized in design and execution of museum displays or handling and preservation of museum artifacts.
- Occasional lifting, carrying and transporting materials, artifacts and displays weighing up to 50 pounds.
- Frequent standing to make public presentations.
- Work extended hours, weekends and holidays on a rotating or as needed basis.

Minimum Qualifications

Education and Experience: Equivalent to an accredited Bachelor's degree in art history or related field.

Director of Personnel

Department Head